

HOME OCCUPATIONS

Department of
Community Development
Bureau of Buildings & Zoning

City of Rochester, New York



GENERAL INFORMATION REQUIRED

When applying for a home occupation permit you will need:

- Property owner's name, address and phone number
- Applicant's name, address and phone number
- Project description, including size and location of home occupation space
- Scaled floor plan

MAPS AND DRAWINGS REQUIRED

- Two copies of scaled floor plan of the entire dwelling unit, noting space to be used as home occupation, with square footage of space.

FEES

- The permit fee is \$50.00
- The Certificate of Occupancy fee is \$40.00

MINIMUM INSPECTIONS REQUIRED

A property maintenance inspection is required and will be scheduled at the time the permit is issued

OWNER/APPLICANT RESPONSIBILITIES

- Ensure that a permit is issued. Permits can be obtained in room 121B of City Hall
- Ensure all inspections are performed as above
- Ensure that work is performed as per plans submitted with application
- Ensure that no damage or encroachment occurs to adjacent property during construction

Metered parking is available on North Fitzhugh Street adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall. The office is open from 9:00 am - 4:45 pm.

Call 428-7043 with any questions during the planning stages.

USEFUL INFORMATION

- Home occupation may not occupy more than 25% of the floor area of the dwelling unit
- A home occupation may not be offensive or detrimental to surrounding uses
- No stock in trade shall be displayed or sold on the premises
- A one (1) square foot unlighted sign attached flat to the dwelling is permitted. No signage is allowed in a residential zoning district
- No alterations to the principal residential building which changes the character or appearance to the dwelling is allowed
- Commercial vehicles for the business are not allowed
- Outdoor storage of commercial vehicles, equipment or materials is not allowed
- Training or instruction classes are limited to no more than five (5) attendees
- Animal grooming, training or boarding businesses are limited to no more than two (2) domesticated animals

The information in this brochure is a general overview. Certain applications may require more in-depth analysis.